

Leave Detail – Annual Leave, Sick Leave, and Comp Time

Leave Calendar Year – May paid June thru April paid May.

240 Cutback – April 30th of each year (this does include leave usage and earnings for the month of April).

Advanced payroll – paychecks dated the first working day of the month.

Supplemental payroll – paychecks dated the 10th of each month or if the 10th falls on a weekend or holiday, the check will be dated the last working day preceding the weekend or holiday (Ex. if the 10th falls on a Sunday the paycheck will be issued and dated the 8th.)

Start Balance - what you started the leave calendar year with.

Earned YTD – accumulated amount of leave that is earned for this leave calendar year.

Taken YTD – accumulated amount of leave that is taken for this leave calendar year.

Adjustments YTD – accumulated corrections that are made to leave balances for this leave calendar year.

Advanced paychecks have leave earnings for the month that is being paid (Ex. July 2004 earnings paid August 2, 2004 include the leave accrued on the July 2004 earnings). Leave taken for the previous month is NOT included in the YTD taken (Ex. Leave taken for July 2004 will not be included on the August 2, 2004 paycheck). Leave taken is a month behind on the advanced payroll.

Supplemental paychecks include both leave earnings and leave usage for the month that the earnings are paid (Ex. July 2004 supplemental payroll will include all leave earned and taken in July 2004).

Ending Balance – Balance as of that check date.

Leave Detail – Family Sick Leave and Military Leave

Leave Calendar Year – January thru December.

Year to Date Used – The amount of leave used for this calendar year.

Family Sick Leave – You may use 40 hours of your sick leave for family sick leave each calendar year.

Military Leave – You may have 160 hours of military leave each calendar year. In the case of a call to active duty other provisions may apply; Contact your agency HR/Administrative Officer.